

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #14-120**

OPENING DATE: 19 Sept 14 **CLOSING DATE:** 3 Oct 14 **AGENCY:** 5704 **PIN:** 0148

POSITION: HUMAN RESOURCES PROGRAMS COORDINATOR

STARTING SALARY: \$37,246.00

LOCATION OF POSITION: MS Military Department, Directorate of State Resources, 1410 Riverside Drive,
Jackson, MS 39202

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box
5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.

MINIMUM QUALIFICATIONS:

Master's degree from an accredited four year college or university in Personnel Management, Public Administration or related, and three(3) years experience in work related to the described duties with demonstrated experience in benefits administration, performance appraisal, position classification, position management, salary determination, employee selection process, and/or training

OR,

A Bachelor's degree from an accredited four year college or university Personnel Management, Public Administration or related, and five(5) years experience in work related to the described duties with demonstrated experience in benefits administration, performance appraisal, position classification, position management, salary determination, employee selection process, and/or training

OR,

Graduation from a standard high school or equivalent GED, and nine (9) years experience in work related to the described duties with demonstrated experience in benefits administration, performance appraisal, position classification, position management, salary determination, employee selection process, and/or training.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

This is professional Human Resource work involving the application of public sector laws, rules, regulations, policies, and procedures governing complex personnel processes. Duties include administration/management of personnel programs such as recruitment, selection, promotion, classification, compensation, benefits, workers compensation, retirement and any other such programs as required. The incumbent is responsible for conferring with agency managers, employees, public officials, and members of the public to determine the appropriate application of applicable laws, rules, regulations and/or procedures governing personnel services.

Recommends approval/disapproval for selection of new hires or promotional transfers; Ensures new hire or promotional packages are complete and accurate.

Determines appropriate salary for newly hired, promoted, or transferred employees.

Interprets laws, rules and regulations to include time and attendance, Fair Labor Standards Act, Family Medical Leave Act and any other applicable areas for department officials/employees.

Assists HR Director with pay range reassignments to include annual surveys for all Military Department state job classes/and or individual job classes.

Recommends to HR Director appropriate job class for position reallocations: upward, lateral or downward.

Ensures Military Department positions are correctly allocated at the beginning of each State Fiscal Year.

Properly classifies newly established positions.

Maintains detailed knowledge of State and School Employees' Health/Life Insurance Plan and The Public Employees Retirement System plan.

Maintains detailed knowledge of agency's supplemental insurance products available to state employees.

Confers with division heads, supervisors, and individual employees regarding personnel needs, issues or problems.

Observes and maintains strict security conventions to protect confidentiality of sensitive personal data.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94), MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums.

ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

Military Membership is desired.

***MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.**

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.